

Frederick County Commission For Women
MINUTES
January 13, 2011
(Rescheduled from 1/11/11 due to inclement weather)

Present:

Jacque Brown
Jennifer Charlton
Melissa Curtis-Cherry
Valerie Daugherty
Hebba Hassanein
Vivian Laxton
Susan Mender

Guests:

Jamie Shopland
Connie Devilbiss
Rosemary Orthmann
Tish Honse

Absent:

Katie Barkdoll
Amanda Haddaway
Olga Hernandez-Smith

1. PRESIDENT'S REPORT:

- a. Meeting called to order at 7:12 p.m.**
- b. Guest Introductions:** Introduction of Rosemary Orthmann, Connie Devilbiss, Jamie Shopland, and Tish Honse
- c. Approve Minutes:** Motion to approve December minutes was postponed due to the resignation of the Recording Secretary. Once complete minutes are gathered, minutes will be approved.
- d. Mail Call:**
 - i)** Letter from the Human Relations Commission stating that they are limiting mailings to monthly reports due to the economic climate;
 - 1.** President Charlton-Shuldes states that the Commission may want to consider attending one of their meetings.
 - ii)** Letter from Hope Alive requesting a donation
 - iii)** Newsletter from My Sister's Circle
 - iv)** Michigan Women's Commission Newsletter
 - 1.** President Charlton-Shuldes states that this newsletter is good example of communication vehicle to agencies and non-profits
 - v)** Annual Report from Heartly House
 - 1.** President Charlton-Shuldes states that this is a useful tool on how they are reporting.
 - 2.** President Charlton-Shuldes spoke to the new CEO, Ashley Mancinelli, who agreed to speak to the Commission. We need to reach out to her.

2. TREASURER'S REPORT:

- a.** Commissioner Barkdoll e-mailed the Treasurer's Report to all Commissioners prior to the meeting.
- b.** Commissioners present had no comment.

3. COMMITTEE REPORTS:

- a. Steering Committee, Past/Present Commissioner Social**

- i) **Event Purpose:** A social event including FCCFW founders and current Commissioners will be held to honor our past, celebrate our present and envision our future.
- ii) **Event Date/Time:** March 20, 2011, from 1 – 4 p.m. (This event was originally scheduled for January 23, 2011 from 1-4 pm and has been reschedule to allow more time to locate founding FCCFW members.)
- iii) **Event Location:** Rosemary Orthmann's Home, 238 Bishops Glen Drive, Frederick, MD
- b. **20-year Commissioner Reunion**
 - i) This event will be scheduled for October 2012.
 - ii) Contact FCC to determine if they are willing to host such an event.
- c. **Legislative**
 - i) AAUW Grant
 - 1. This grant is to help fund our 2011 candidate training initiative
 - 2. Commissioner Haddaway is leading this endeavor and has received notification from the AAUW office in Iowa City that they are in receipt of our online application. She sent in required hard copy documentation via certified mail and it has been received. She hopes to hear about the outcome by March.
 - ii) 2011 Women's Legislative Briefing - Sponsor - \$50
 - 1. January 30th, 12:30 - 6 pm - UMD – Shady Grove Campus
 - 2. Attendees include Commissioners: Charlton-Shuldes, Laxton, Hassanein, Mender, and Volunteer Jamie Shopland
 - 3. Need to confirm tickets/registration with Commissioner Barkdoll
 - 4. Need to coordinate FCCFW materials; order business cards?
 - iii) MD Legislative Agenda for Women
 - 1. Tuesday, 1/18/11 in Annapolis
 - 2. Jennifer Charlton-Shuldes will look to see if she can reschedule to attend event.
- 4. **2011 STRATEGIC PLANNING:**
 - a. **Mission Statement Review**
 - i) "To create a stronger community by addressing challenges and fostering unlimited opportunities for all women."
 - b. **5 Bold Steps**
 - i) **Restructuring**
 - 1. Review Bylaws
 - (a) Commissioners Brown and Hassanein will take this take on
 - (b) Revision should include electronic voting process and a 30-day termination notice for Commissioners leaving prior to the end of the 3-year term
 - 2. Recording Secretary
 - (a) Interim – Commissioner Brown is willing to cover this until we find someone else.
 - (b) It needs to be a Commissioner in this role.
 - 3. Committees vs. Teams
 - (a) Bylaws changed in 2005 to committees from teams to committees. Should we consider task forces/special projects for select unique events?
 - (b) Not ready to vote on this yet.
 - 4. IT/Database – Commissioner Brown and Jamie Shopland will work to consolidate IT/Database components.
 - 5. Proposed Commission Structure
 - (a) Standing Committees -

- i. Executive Committee**
 - President
 - Past President (Advisory Role to President)
 - Vice President
 - Recording Secretary
 - Treasurer
 - Marketing Chair
- ii. Marketing Committee**
- iii. Legislative Committee**
 - Debate as to whether this is a committee or the responsibility of all commissioners. Not resolved.
- (b) Coordinators**
 - Volunteer
 - IT/Database
 - FCC Liaison
 - Outreach (Partnership)
 - Special Projects
- 6. Talent Identification**
 - (a)** What are the talents we have and where are the gaps? (“Strength Finders”)
 - (b)** We need and are committed to cultural, ethnic and talent diversity. Some communities are not currently represented.
- ii) Recruiting, Retention, and Appointment**
 - 1. Develop Plan & Process**
 - (a)** Tish Honse, Commissioner Charlton-Shuldes, Jamie Shopland, Commissioner Laxton will take this on.
 - (b)** Host a networking event
 - (c)** Create a job description; code of ethics; roles and responsibilities; new member packet;
 - (d)** Commissioner Brown will e-mail new Commissioner forms electronically; Commissioner Charlton-Shuldes believes that these forms need to be revised.
 - 2. Status of Current Commissioners**
 - (a)** Currently 10 Commissioners, 5 vacancies
 - (b)** Goal is to have openings filled by March 31st
 - (c)** BOCC has asked us to determine the # of needed Commissioners for maximum efficiency and effectiveness. We will look at that as part of the recruiting effort by assessing the roles and responsibilities and identifying gaps.
- iii) Empowerment through Partnerships**
 - 1. Needs Assessment** - Commissioner Dougherty will redistribute the 2005 needs assessment to identify focus areas.
 - 2. FCC Women’s Center MOU**
 - (a)** Commissioners agreed to postpone the vote to approve the MOU until February
 - (b)** President Charlton-Shuldes, Commissioner Curtis-Cherry, and Commissioner Hassanein will meet with Sandy at FCC Women’s Center to discuss the MOU.
 - (c)** Commissioner Curtis-Cherry will coordinate the meeting.
 - (d)** Liaison to FCC (Commissioner Curtis-Cherry) will identify opportunities to work with the Women’s Center

3. Women's History Month – March
 - (a) Commissioner Dougherty and Jennifer Diamond are working to identify possible partnership opportunities to recognize Women's History Month.
 4. Power Skirts series & Family Partnership - This program is on hold.
 5. Healthy Bones Osteoporosis Program - FMH/FCC partnership
 - (a) 7 screening locations have been identified
 - (b) Doctors will lead the program; a questionnaire will be completed; if person is at-risk, consultation and heel scan will be provided (if equipment is secured by hospital).
 - (c) Steering Committee is comprised of:
 - i. Sandy Cavalier – FCC Women's Center
 - ii. Katherine Murray – FMH
 - iii. Dr. Rachel Mandel – FMH
 - iv. Linda Gossweiler – FMH
 - v. Commissioner Laxton
 - vi. Commissioner Mender
 - (d) PR/Marketing will be collaborative between FMH/FCC/FCCFW. Need to communicate details about this event to the Commission on Aging, FCPS, and Mount St. Mary's
 - iv) **Outreach & Advocacy**
 1. Hispanic Community
 2. School Renovation Issues - Need Commissioner Barkdoll to keep the Commission apprised of the issues identified at community advisory meetings she attends.
 - v) **Establish Reporting Structure**
 1. Bi-Annual (Leg Breakfast) & Annual (Year-end)
 2. Reporting should include advisory recommendations by the FCCFW. We will need to be informed on the issues in order to properly advise the BOCC.
- 5. BOCC 1/11/11 MEETING DEBRIEFING:**
- a. Reviewed new mission statement, discussed strategic plan as well as 2010 Commission accomplishments such as Women to Women Mentoring Program, Family Partnership finance training, etc.
 - b. FCCFW was the 1st of appointed commissions to appear before new board and that they are reviewing the need/size for all commissions and boards and that this is not about specifically the FCCFW.
 - c. FCCFW stated that in 2010, about 900 volunteer hours were performed by members and volunteers over the last calendar year
 - d. BOCC stated that the lack of participation/interest has them questioning the need for 15 Commissioners as stated in the original ordinance. They have asked the Commission to look at its size; why 15?
 - i) Our response: The FCCFW recognizes that we are our best advocates for the work we do on behalf of women in our community. We are committed to creating marketing, recruiting and retention plan to increase our effectiveness in this process.
 - ii) BOCC will be advertising open positions quarterly to reduce cost.
 - e. BOCC approved Olga as Commissioner; 10 total
- 6. MOTION TO ADJOURN:** Commissioner Curtis-Cherry motioned to adjourn at 8:58 p.m.

7. **NEXT MEETING:** February 8, 2011 @ 7 p.m., 3rd Floor BOCC Meeting Room, Winchester Hall.